

**From:** [R6HarveyLSC](#)  
**To:** [R6HarveyInfo](#)  
**Subject:** FW: Confirmation Numbers for Guest Rooms  
**Date:** Wednesday, September 13, 2017 1:36:02 PM

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**From:** Michele Reyna  
**Sent:** Wednesday, September 13, 2017 1:34:45 PM (UTC-06:00) Central Time (US & Canada)  
**To:** Christian, Doretha  
**Cc:** Margo Clements; Bokun, Lisa; R6HarveyLSC  
**Subject:** RE: Confirmation Numbers for Guest Rooms

Good Afternoon Doretha,

I have extended Mr. Rhotenberry's reservation until 9/18.

Confirmation numbers for your 2 additional guests:

Mike Davis 9/15-9/30 #3378873843

Roberto Bernier 9/18-10/2 #3379290487

Please let me know if I may do anything to assist you further.

Sincerely,  
Michele

**Michele Reyna**  
**Group Sales Manager**  
**Hilton Garden Inn Houston-Clear Lake NASA**



750 W. Texas Ave Webster, TX 77598  
tel [281-332-6284](tel:281-332-6284) fax [281-332-6374](tel:281-332-6374)  
Direct number: 281-557-3140  
[www.houstonclearlakenasa.hgi.com](http://www.houstonclearlakenasa.hgi.com)

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**From:** Christian, Doretha [mailto:christian.doretha@epa.gov]  
**Sent:** Wednesday, September 13, 2017 1:17 PM  
**To:** Michele Reyna <Michele.Reyna@Hilton.com>  
**Cc:** Margo Clements <Margo.Clements3@hilton.com>; Bokun, Lisa <Bokun.Lisa@epa.gov>; R6HarveyLSC <R6HarveyLSC@epa.gov>  
**Subject:** FW: Confirmation Numbers for Guest Rooms

Michele,

Thanks for talking to me today as I understand Margo is out of the office. As discussed, I'm forwarding the email sent to Margo on yesterday regarding the 10 rooms for EPA. Please call me at 214.665.9703 if you have any questions.

Doretha A. Christian  
U.S. Environmental Protection Agency  
Superfund Division, Enforcement Assessment Section  
1445 Ross Avenue (6SF-TE)  
Dallas, Texas 75202-2733  
214.665.6734 work  
214.665.6660 fax  
[christian.doretha@epa.gov](mailto:christian.doretha@epa.gov)



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**From:** Christian, Doretha  
**Sent:** Tuesday, September 12, 2017 6:47 PM  
**To:** 'Margo Clements' <[Margo.Clements3@Hilton.com](mailto:Margo.Clements3@Hilton.com)>  
**Cc:** Bokun, Lisa <[Bokun.Lisa@epa.gov](mailto:Bokun.Lisa@epa.gov)>; R6HarveyLSC <[R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov)>  
**Subject:** RE: Confirmation Numbers for Guest Rooms

Hello Margo,

Please see the following requests.

3375580054 – 9/9/17 thru 9/17/17 – Melinda Luetke. After she check-out, a new reservation is requested for Mike Davis to check-in on 9/15 and check-out on 9/30. Please provide a confirmation number for him and let me know if there's an issue with this. There will be a 2-day overlap; but 2 others are currently scheduled to check-out on 9/15, but that may change. Please let me know.

3374505074 – 9/7/17 thru 9/15/17 – Bill Rhotenberry, extend check-out date to 9/22~~18~~. **Additionally, a new reservation is requested for Roberto Bernier to check-in on 9/18 and check-out on 10/2, please provide a confirmation number.**

Thanks Margo, we'll talk soon.

Doretha A. Christian

U.S. Environmental Protection Agency  
Superfund Division, Enforcement Assessment Section  
1445 Ross Avenue (6SF-TE)  
Dallas, Texas 75202-2733  
214.665.6734 work  
214.665.6660 fax  
[christian.doretha@epa.gov](mailto:christian.doretha@epa.gov)



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**From:** Margo Clements [<mailto:Margo.Clements3@Hilton.com>]  
**Sent:** Friday, September 08, 2017 6:04 PM  
**To:** Christian, Doretha <[christian.doretha@epa.gov](mailto:christian.doretha@epa.gov)>  
**Subject:** RE: Confirmation Numbers for Guest Rooms

Hi Doretha, I will make changes and send to you.

Thank you.

Margo

**Margo Clements**  
**Director of Sales**  
**Hilton Garden Inn Houston-Clear Lake NASA**



750 W. Texas Ave Webster, TX 77598  
tel 281-332-6284 fax 281-332-6374  
Direct number: 281-557-3150  
[www.houstonclearlakenasa.hgi.com](http://www.houstonclearlakenasa.hgi.com)



**From:** Christian, Doretha [<mailto:christian.doretha@epa.gov>]  
**Sent:** Friday, September 08, 2017 5:39 PM  
**To:** Margo Clements  
**Cc:** R6HarveyLSC; Bokun, Lisa  
**Subject:** RE: Confirmation Numbers for Guest Rooms

Margo,

3380578979 – 9/7/17 thru 9/25/17 – Eric Vanderboom will be checking out on 9/9. We need to request a reservation for Melinda Luetke to check-in on 9/9 and check-out on 9/17. Please provide a confirmation number and let me know if you have any questions.

Appreciate all your help.

Doretha A. Christian  
U.S. Environmental Protection Agency  
Superfund Division, Enforcement Assessment Section  
1445 Ross Avenue (6SF-TE)  
Dallas, Texas 75202-2733  
214.665.6734 work  
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[christian.doretha@epa.gov](mailto:christian.doretha@epa.gov)



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**From:** Margo Clements [<mailto:Margo.Clements3@hilton.com>]  
**Sent:** Thursday, September 07, 2017 2:18 PM  
**To:** Christian, Doretha <[christian.doretha@epa.gov](mailto:christian.doretha@epa.gov)>  
**Subject:** RE: Confirmation Numbers for Guest Rooms

Thank you so much Doretha.

It has been a pleasure working with you.

You might want to try our Home2 suites next door, 281-672-7200, or our Hampton Inn Bay Area around the corner, 281-672-7200.

If the Gentleman still needs eight (8) rooms as mentioned.

I know we will be opening up a little after tonight so stay in touch with me as well.

Thank you again.

Margo

**Margo Clements**  
**Director of Sales**  
**Hilton Garden Inn Houston-Clear Lake NASA**



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**From:** Christian, Doretha [<mailto:christian.doretha@epa.gov>]

**Sent:** Thursday, September 07, 2017 10:57 AM

**To:** Margo Clements

**Cc:** R6HarveyLSC; Bokun, Lisa

**Subject:** RE: Confirmation Numbers for Guest Rooms

Margo,

Thanks for your great assistance. Please see the guest names below for each of the 10 confirmation #'s. Call me at 214.665.9704 or 214.665.6734 if you have additional questions.

Doretha A. Christian

U.S. Environmental Protection Agency

Superfund Division, Enforcement Assessment Section

1445 Ross Avenue (6SF-TE)

Dallas, Texas 75202-2733

214.665.6734 work

214.665.6660 fax

[christian.doretha@epa.gov](mailto:christian.doretha@epa.gov)



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**From:** Margo Clements [<mailto:Margo.Clements3@Hilton.com>]

**Sent:** Wednesday, September 06, 2017 9:16 PM

**To:** Christian, Doretha <[christian.doretha@epa.gov](mailto:christian.doretha@epa.gov)>

**Subject:** FW: Confirmation Numbers for Guest Rooms

Doretta,

I will need the cc for guarantee and rooming list for tomorrow.

Thank you.

Margo

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**From:** Margo Clements  
**Sent:** Wednesday, September 06, 2017 7:44 PM  
**To:** 'christian.doretha@epa.gov'  
**Subject:** Confirmation Numbers for Guest Rooms

Doretha,

For your review. These are all King Rooms.

3374505074 – 9/7/17 thru 9/15/17 – Bill Rhotenberry  
3376452021 – 9/7/17 thru 9/15/17 – Meaghan Bresnahan  
3380541311 – 9/7/17 thru 9/15/17 – Robert Houston

3378873873 – 9/7/17 thru 9/17/17 – Jose Rodriguez  
3378710896 – 9/7/17 thru 9/17/17 – Miguel Morena

3380071655 – 9/7/17 thru 9/20/17 – Candace Bednar  
3380436159 – 9/7/17 thru 9/20/17 – Laura Webb  
3380761672 – 9/7/17 thru 9/20/17 – Brandon Boatman

3374489725 – 9/7/17 thru 9/21/17 – Kevin Cashion

3380578979 – 9/7/17 thru 9/25/17 – Eric Vanderboom

Thank you. We look forward to having EPA as our Guest at the Hilton Garden Inn Houston/Clear Lake NASA.

Margo

**Margo Clements**  
**Director of Sales**  
**Hilton Garden Inn Houston-Clear Lake NASA**



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